

**SEN Learning Support Assistant****Job Description**

<b>Job Title</b>	SEN Learning Support Assistant
<b>Grade</b>	Band 2 (to mid-point) – 11-14
<b>Reports to</b>	Class Teacher, SENCo, Head teacher/Senior Leadership Team
<b>Liaison with</b>	Teaching staff, SENCo, support staff, Head teacher, outside agencies/specialists, pupils, parents.
<b>Job Purpose</b>	To work in partnership with class teachers to support the learning of a child with an Education, Health and Care Plan (EHCP), and other children as appropriate, in line with the national curriculum, SEN code of practice and school policies and procedures.
<b>Duties</b>	<ul style="list-style-type: none"><li>• Work in close collaboration with the class teacher, SENCo, any specialist working with the child and the child's parents/carers to ensure that the requirements of the child's EHCP are met;</li><li>• Establish positive relationships with the pupil/s supported;</li><li>• Support the pupil/s with activities which support literacy and numeracy skills;</li><li>• Support the use of ICT in the classroom and develop pupils' competence and independence in its use;</li><li>• Maintain high expectations for the pupil/s being supported;</li><li>• Ensure that they are fully aware of the pupil's/pupils' strengths, difficulties and barriers to learning;</li><li>• Ensure that the pupil/s being supported have full access to learning opportunities as appropriate;</li><li>• Ensure that they are fully aware of agreed outcomes, targets and agreed provision;</li><li>• Attend regular reviews and relevant school meetings as appropriate;</li><li>• Attend training sessions as appropriate;</li><li>• Maintain any necessary records and collect evidence to track the effectiveness of provisions in place;</li><li>• Review progress over time with the class teacher, SENCo, any specialist working with the child/children and the child's/children's parents/carers;</li><li>• Ensure good links with other members of staff who are working to support the child/children;</li><li>• Promote positive pupil behaviour in line with school policies and help keep pupil/s on task;</li><li>• Participate in planning and evaluation of learning activities with the class teacher, providing feedback to the teacher on pupil progress and behaviour;</li><li>• Provide feedback to pupils in relation to attainment and progress under the guidance of the class teacher;</li><li>• To support learning by arranging/providing resources for lessons/activities under the direction of the class teacher;</li><li>• To attend where necessary to pupils' personal needs including help with social, welfare and health matters, including first aid;</li></ul>

	<ul style="list-style-type: none"> <li>• To assist with the preparation, maintenance and control of stocks of materials and resources;</li> <li>• To assist with the display and presentation of pupils' work;</li> <li>• To supervise pupils for limited and specified periods including break-times;</li> <li>• To assist with escorting pupils on educational visits.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To understand and apply school policies in relation to health, safety and welfare;</li> <li>• To respect confidentiality at all times;</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of own learning, development and training opportunities in discussion with line manager;</li> <li>• To comply with individual responsibilities, in accordance with the role, for Health and Safety and Safeguarding in the workplace;</li> <li>• Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy;</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.</li> </ul>

The duties listed above are neither exclusive nor exhaustive and the postholder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and grade.